



**Office of Facilities Management
Facilities Operations and Maintenance**

Procedure Title: **Call-out Procedures**
Effective Date: February 25, 2015
Last Review Date:

I. Purpose

Each employee shall be required to notify their supervisor immediately when they are going to be absent or late to their work shift.

II. Policy

On the occasion of absence from or lateness due to illness or emergency, the employee must notify his/her supervisor immediately. For the Facilities Operations and Maintenance Division, phone call, text message and/or e-mail are acceptable.

Supervisor contact information

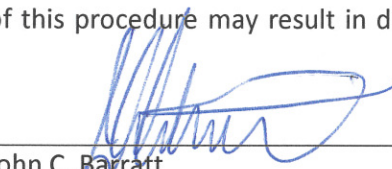
John C. Barratt
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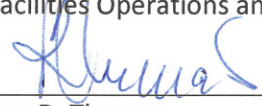
David C. Torbert
443-248-4396
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III. Enforcement

Violations of this procedure may result in disciplinary actions as outlined in the Article 26 of the MOU.

Signature: _____ Date: February 25, 2015


John C. Barratt
Associate Director
Facilities Operations and Maintenance


Roy D. Thomas
Assistant VP of Facilities Management

February 25, 2015

References

- Attendance and Punctuality – Coppin State University Staff Handbook
- Leave Policies for Regular Employees – Coppin State University Staff Handbook
- Leave Policies for Contingent II Employees – Coppin State University Staff Handbook